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11 March 1948

MEMORANDUM re STANDARD OPERATING PROCEDURES

1. ICAPS has developed the following suggestions based on the State Department's proposal of February 16 on the above subject after consulting with the Departments of Army, Navy, and Air Force.
2. In view of the fact that many "National Intelligence Reports and Estimates" are also "Current Intelligence," it is thought that the section headings in the State memo are not clear. It is also thought that papers initiated at the request of the National Security Council ^{distinguished} Staff might be kept ~~separate~~ from other papers and that more attention might be given to the dominant interests of the agencies concerned. It is also thought that it is not necessary to "convene representatives" as well as to "notify" the Departments of the problem. Committee meetings might be held if, as, and when necessary, but not every time a project comes up. ICAPS suggestions, therefore, are given below

(Sect. I.) STANDARD OPERATING PROCEDURES

1. National intelligence papers will be divided into three categories:
 - a. Immediate or urgent ORE intelligence reports
The maximum time limit on this group is one week, so there will be no advance coordination other than mentioned below. This group includes the Daily and Weekly Summaries wholly prepared within CIA as well as some special hurried evaluations "spot requests."
 - b. Priority ORE reports
This classification will be given to reports and estimates which have to be turned out in less than a month - that is, from one week to four weeks, so will be coordinated with the other agencies. Included in this group are the Special Evaluations and Reports which are not so urgent as group number one, and the

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Monthly World Situation Reports.

c. Routine ORE reports

A month or more is available for preparation of these reports so they will be coordinated. This group includes the NIS series as well as other basic intelligence reports.

II. STANDARD OPERATING PROCEDURES

1. When CIA is especially requested for reports or evaluations, or has scheduled such production, it will give oral or written notification, depending upon the urgency of the case, to the Departments of State, Army, Navy, and Air Force setting forth the subject problem, the scope, and the time designation indicated above:

a. If immediate or urgent, the Departments need not prepare any finished papers, but should rush over to CIA any up-to-date information, or if necessary, attend a conference with CIA, which will do all the writing within the time limit. *- Do copy? -*

b. If priority, the four Departments should submit whatever they wish within a week or less, as may be agreed upon. CIA will prepare the first draft and circulate it for comments. If necessary, a few days, or a week later, as may be agreed upon, depending upon the urgency of the request, a final paper will be circulated for formal concurrence or nonconcurrence, which should be given to CIA within three days or a week, depending upon the urgency of the request.

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c. If routine, CIA gives to the Department, the proposed date of issuance of the first draft and may convene a meeting if necessary, in which event the time schedule might be altered. Normally the following time schedule will be followed:

- (1) the Departments will be given at least a week from notification date to turn in their initial contributions.
- (2) ORE will have at least a week after receipt of these contributions to prepare and circulate the first draft for comments.
- (3) At least a week will be given to the Departments to submit comments on the first draft to CIA, which may then find it desirable to call a meeting.
- (4) When necessary, at least a week will be given to CIA to turn out the second draft, which will be circulated ^{privately} for concurrence or nonconcurrence.

d. Nonconcurrences will be added by CIA to the second draft to form the final paper.

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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	INITIALS	DATE
1	Plans + Policy	
2	Estimates Group	
3		
4		
5		
FROM	INITIALS	DATE
1	Ass't. Dir., DCI	AS 12/3
2		
3		

<input type="checkbox"/> APPROVAL	<input checked="" type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input checked="" type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

REMARKS:

Please expedite.

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